

**State of Hawaii
DEPARTMENT OF PUBLIC SAFETY
HONOLULU, HAWAII**

**Request for Proposals
No. PSD 09-CPS/SA-28**

**Alternative to Incarceration for Female
Offenders at the Hawaii Community
Correctional Center**

Issue Date: April 6, 2009

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

Issue Date: **April 6, 2009**

REQUEST FOR PROPOSALS

ALTERNATIVE TO INCARCERATION FOR FEMALE OFFENDERS AT THE HAWAII COMMUNITY CORRECTIONAL CENTER RFP No. : PSD 09-CPS/SA-28

The Department of Public Safety, Corrections Program Services, is requesting proposals from qualified applicants to provide alternatives to incarceration for female offenders at the Hawaii Community Correctional Center. A single contract will be awarded under this request for proposals.

This project is to provide residential community beds, with alternative treatment services to women offenders transitioning from incarceration at the Hawaii Community Correctional Center to the community.

Proposals must be postmarked by US mail before midnight on **May 13, 2009** or hand delivered by 4:30 p.m., Hawaii Standard Time (HST) at the drop off site that is designated on the following page.

Proposals postmarked after midnight on **May 13, 2009** or hand delivered after 4:30 p.m. HST on **May 13, 2009** will not be considered and will be returned to the applicant. There are no exceptions to this requirement.

The Corrections Program Services will conduct an orientation on **April 17, 2009 from 9:00 a.m. to 10:00 a.m., HST, at THE HAWAII COMMUNITY CORRECTIONAL CENTER—STAFF ROOM, 60 PUNAHELE STREET, HILO, HAWAII 96720 and 919 Ala Moana Blvd, Room 400, Honolulu, Hawaii 96814.** All prospective applicants are encouraged to attend the orientation.

Registration - Offerors shall register with the CA's office, telephone (808) 933-0428, facsimile (808) 933-0425 by **Thursday, 3:30 p.m. (H.S.T.), April 09, 2009.**

The following information shall be provided:

1. Company Name
2. Attendee's full name.
3. Attendee's Social Security Number. Social security numbers shall be held strictly confidential and shall be used only for the purposes of obtaining security clearance
4. Attendee's Date of Birth.

The deadline for submission of written questions is 4:30 p.m. HST on **April 22, 2009.** All written questions will receive a written response from the State on or about **April 27, 2009.**

Inquiries regarding this RFP should be directed to the RFP Contact Person, Mr. Marc S. Yamamoto at 919 Ala Moana Boulevard, Room 413, Honolulu, Hawaii 96814, or may be made by telephone to (808) 587-1215 or email at marc.s.yamamoto@hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original + Three (3) Copies
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ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 13, 2009** and received by the state purchasing agency no later than 10 days from the submittal deadline.

ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITE UNTIL 4:30 P.M., May 13, 2009.

All Mail-ins and Drop Off Site

Department of Public Safety
Planning, Programming and Budget Office
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814

PSD RFP COORDINATOR

Marc S. Yamamoto
For further info. or inquiries
Phone: 587-1215
Fax: 587-1244

BE ADVISED: All mail-ins postmarked USPS after 12:00 midnight **May 13, 2009**, will not be accepted for review and will be returned.

Hand deliveries will not be accepted after 4:30 p.m., May 13, 2009.

Deliveries by private mail services such as FedEx shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., May 13, 2009.

RFP Table of Contents

Section 1 Administrative Overview

I.	Procurement Timetable.....	1-1
II.	Website Reference.....	1-2
III.	Authority.....	1-2
IV.	RFP Organization.....	1-3
V.	Contracting Office.....	1-3
VI.	Orientation.....	1-3
VII.	Submission of Questions.....	1-4
VIII.	Submission of Proposals.....	1-4
IX.	Discussions with Applicants.....	1-6
X.	Opening of Proposals.....	1-7
XI.	Additional Materials and Documentation.....	1-7
XII.	RFP Amendments.....	1-7
XIII.	Final Revised Proposals.....	1-7
XIV.	Cancellation of Request for Proposals.....	1-7
XV.	Costs for Proposal Preparation.....	1-8
XVI.	Provider Participation in Planning.....	1-8
XVII.	Rejection of Proposals.....	1-8
XVIII.	Notice of Award.....	1-8
XIX.	Protests.....	1-9
XX.	Availability of Funds.....	1-9
XXI.	General and Special Conditions of the Contract.....	1-10
XXII.	Cost Principles.....	1-10

Section 2 - Service Specifications

I.	Introduction	
A.	Overview, Purpose or Need.....	2-1
B.	Planning activities conducted in preparation for this RFP.....	2-1
C.	Description of the Goals of the Service.....	2-1
D.	Description of the Target Population to be Served.....	2-1
E.	Geographic Coverage of Service.....	2-1
F.	Probable Funding Amounts, Source, and Period of Availability.....	2-1
II.	General Requirements.....	2-2
A.	Specific Qualifications or Requirements.....	2-2
B.	Secondary Purchaser Participation.....	2-2
C.	Multiple or Alternate Proposals.....	2-2
D.	Single or Multiple Contracts to be Awarded.....	2-2
E.	Single or Multi-Term Contracts to be Awarded.....	2-3
F.	RFP Contact Person.....	2-3

III.	Scope of Work.....	2-3
A.	Service Activities	2-3
B.	Management Requirements	2-3
C.	Facilities	2-4
IV.	Compensation and Method of Payment	2-5

Section 3 - Proposal Application Instructions

	General Instructions for Completing Applications	3-1
I.	Program Overview	3-2
II.	Experience and Capability	3-2
A.	Necessary Skills	3-2
B.	Experience	3-2
C.	Quality Assurance and Evaluation	3-2
D.	Coordination of Services	3-2
E.	Facilities	3-2
III.	Project Organization and Staffing	3-2
A.	Staffing	3-3
B.	Project Organization	3-3
IV.	Service Delivery	3-3
V.	Financial.....	3-4
A.	Pricing Structure.....	3-4
B.	Other Financial Related Materials	3-4
VI.	Other	3-5
A.	Litigation.....	3-5

Section 4 – Proposal Evaluation

I.	Introduction.....	4-1
II.	Evaluation Process.....	4-1
III.	Evaluation Criteria.....	4-2
A.	Phase 1 – Evaluation of Proposal Requirements.....	4-2
B.	Phase 2 – Evaluation of Proposal Application	4-2
C.	Phase 3 – Recommendation for Award	4-5

Section 5 – Attachments

Attachment A. Competitive Proposal Application Checklist

Attachment B. Sample Proposal Table of Contents

Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

<u>Activity</u>	<u>Scheduled Date</u>
Issuance of Request for Information	February 20, 2009
RFI response due date	March 6, 2009
Public notice announcing Request for Proposals (RFP)	April 6, 2009
Distribution of RFP	April 6, 2009
Orientation Meeting Registration Deadline	April 9, 2009
RFP orientation meeting	April 17 , 2009
Closing date for submission of written questions for written responses	April 22, 2009
State purchasing agency's response to applicants' written questions	April 27, 2009
Discussions with applicant prior to proposal submittal deadline (optional)	Not applicable
Proposal submittal deadline	May 13, 2009
Discussions with applicant after proposal submittal deadline (optional)	Not applicable
Final revised proposals (optional)	Not applicable
Proposal evaluation period	May 14 – 22, 2009
Provider selection	May 26, 2009
Notice of statement of findings and decision	May 29 2009
Contract start date	August 1, 2009

II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

	For	Click
1	Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2	RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3	Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4	Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5	Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6	Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7	Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	http://hawaii.gov/tax/ click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	http://hawaii.gov/dcca click "Business Registration"
11	Campaign Spending Commission	http://hawaii.gov/campaign

III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

IV. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview: Provides applicants with an overview of the procurement process.

Section 2, Service Specifications: Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions: Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation: Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments: Provides applicants with information and forms necessary to complete the application.

V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Corrections Program Services	
Department of Public Safety, State of Hawai'i	
919 Ala Moana Blvd. , Room 405	
Honolulu, Hawaii 96814	
Attention: Larry Hales	
Phone (808) 587-1272	Fax: (808) 587-1280

VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date:	April 17, 2009	Time:	9:00 am to 10:00 am, HST
Location:	919 Ala Moana Boulevard, Room 400 Honolulu, Hawaii 96814 and Hawaii Community Correctional Center – Staff Room 60 Punahele Street Hilo, Hawaii 96720		

Registration - Offerors shall register with the CA's office, telephone (808) 933-0428, facsimile (808) 933-0425 by **Thursday**, 3:30 p.m. (H.S.T.), **April 09, 2009**.

The following information shall be provided:

1. Company Name
2. Attendee's full name.
3. Attendee's Social Security Number. Social security numbers shall be held strictly confidential and shall be used only for the purposes of obtaining security clearance
4. Attendee's Date of Birth.

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

VII. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: April 22, 2009 **Time:** 4:30 pm HST

State agency responses to applicant written questions will be provided by:

Date: April 27, 2009

VIII. Submission of Proposals

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200).**
Provides applicant proposal identification.

2. **Proposal Application Checklist.** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
 3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
 4. **Proposal Application (Form SPO-H-200A).** Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.
- B. **Program Specific Requirements.** Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.
- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation, website. (Refer to this section's part II. Website Reference.)
- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)

- **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)
- F. **Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The “Certificate of Vendor Compliance” issued online through HCE provides the registered provider’s current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to this section’s part II. Website Reference for HCE’s website address.
- G. **Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)
- H. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.
- Note that price is not considered confidential and will not be withheld.*
- I. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time

designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:

- Postmarked after the designated date; or
- Postmarked by the designated date but not received within 10 days from the submittal deadline; or
- If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

Pursuant to HAR, §3-143-504, faxed proposals and/or submission of proposals on diskette/CD or transmission by e-mail, website or other electronic means is **not** permitted.

IX. Discussions with Applicants

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. **After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

X. Opening of Proposals

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XI. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XII. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XIII. Final Revised Proposals

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIV. Cancellation of Request for Proposal

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XVI. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

XVII. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)
- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

XVIII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XIX. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision

sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Clayton A. Frank	Name: Clifford N. Asato
Title: Director	Title: Acting Business Management Officer
ling Address: 919 Ala Moana Blvd, Rm 400 Honolulu, Hawaii 96814	Mailing Address: 919 Ala Moana Blvd, Rm 413 Honolulu, Hawaii 96814
Business Address: Same as Above	Business Address: Same as Above

XX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Service Specifications

I. Introduction

A. Background

This project is to provide residential community beds, with attending program services, to women offenders transitioning from incarceration at the Hawaii Community Correctional Center to the community.

B. Purpose or Need

The purpose of the project is to successfully reintegrate these offenders through a program that will reduce the chances of re-offending while enhancing the participants' ability to be productive members of society.

C. Description of the Goals of the Service

1. Obtaining and maintaining employment.
2. Renewing, maintaining, and achieving positive relationships with family members.
3. Develop life skills and attitudes that will encourage the offender successful reintegration into the community.
4. Saving money with which the offender can offset expenses when she is released from the jurisdiction of the Department.

D. Description of the Target Population to be Served

1. Adult female sentenced inmates, who have met the requirements for community custody and/or pretrial detainees who are granted supervised release.
2. Pretrial defendants on supervised release. Consideration for pretrial placement will be based on the type of pending charges and ineligibility for home detention due to lack of a permanent residence.

E. Geographic Coverage of Service

Residential reintegration services shall be provided in Hilo, Hawaii.

F. Probable Funding Amounts, Source, & Period of Availability

Funding for services is estimated at \$248,400 for the period commencing on the date indicated on the Notice to Proceed for a period of twelve (12) months. This contract may be extended for two (2) additional twelve (12) months or fraction thereof, subject to the availability of funds and upon mutual agreement in writing.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation.

1. Service provider must be a profit corporation under the laws of the State of Hawaii or non-profit organization determined by the Internal Revenue Services to be exempt from the federal income tax.
2. If a non-profit corporation, service provider must have a governing board whose members have no material conflict or interest and serve without compensation.
3. Service provider must have by-laws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations.
4. Service provider must have a minimum of one year of successful experience in dealing with inmates and their families.
5. Service provider must have a minimum of one year of successful experience in operating a residential facility in the community.
6. Service provider will be required to accept correctional clients who have been assessed by the Department as being appropriate for services, unless the service provider presents to the Department, justifiable reason that an inmate should not be accepted into the program. The provider shall provide only those treatment services identified by the Department as required for the inmate. The Department shall have the final decision as to whether an inmate will continue to receive treatment services or be terminated from receiving treatment services.
7. To those agencies who do not meet the one year experience requirement, an exception can be made. The request for an exception shall include at a minimum a discussion of the following:
 - a. The reasons why the exception is being requested (i.e., the reasons why the organization does not meet the one year experience requirement, the service for which funds are being requested is a new services, etc.)
 - b. The qualifications and experience of the organization in providing services for other related state programs in the past.
 - c. Description of the activities performed to date and accompanying statistical data.

B. Secondary purchaser participation (Refer to §3-143-608, HAR)

There are no planned secondary purchases; however, after-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☐ Single term (≤ 2 yrs.) ☒ Multi-term (> 2 yrs.)

Award shall be for the twelve-month period commencing on the date indicated on the Notice to Proceed. Refer to Section 2, I.F. The contract may be extended for two (2) additional twelve-month periods or fraction thereof, upon mutual agreement in writing, and subject to the availability of funds.

F. RFP Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Mr. Marc Yamamoto
Administrative Services Office
Department of Public Safety
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814
Phone (808) 587-1215 Fax (808) 587-1244

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Service provider must include a complete description of services and activities proposed to provide a comprehensive program for offenders transitioning from incarceration to the community. This section shall include, at a minimum, the following:

1. Provide a residential setting appropriate for achievement of the program's purpose.

2. Provide reintegration services in group or individual sessions to address inmate needs in areas such as cognitive skills, life skills, substance abuse, domestic violence, physical and sexual abuse.
3. Provide 24 hours-a-day, on-site shelter and living arrangements and on-site supervision of residents transitioning from institutionalization. Staff members appropriately skilled and trained in providing reintegration services to female substance abusing offenders. The staff to client ratio shall not exceed 1 staff member to 10 clients.
4. Comply with the Standards for Community Residential Programs of the American Correctional Association (ACA).
5. Monitor participants' behavior to ensure compliance with all State and federal laws and the rules and regulations of the Department.
6. Test for the use of drugs or alcohol in accordance with approved Department policies and procedures.
7. Report all violations promptly to the Hawaii Community Correctional Center.
8. Provide three nutritionally adequate meals per day, of which two will be a hot meal, for each program participant unless specifically waived by the Department or unless a waiver of this provision by the participant is made through a written agreement with the Contractor.
9. Enable the participants to engage in meaningful leisure, social and recreation activities.
10. Perform case management services in coordination with the Department, maintain case records and provide periodic or as requested, reports and evaluations. Services shall include referral to public and private social services, vocational placement agencies, mental health services, and other similar agencies; and monitoring the reintegration process from community residential programming to independent living provided the Department approves the selection of participants.
11. Assist each participant in seeking, obtaining and maintaining approved employment. Transportation to be the responsibility of participant and agreed upon with Service Provider and Department.
12. Assist participants with personal budgeting, to ensure that they have a viable plan to meet their financial obligations and accumulate savings for use after release from incarceration.
13. Arrange for transportation for Department approved medical and dental services. Department authorized services will be paid for by the Department. Allow participants with personal health insurance to secure personal medical services with the approval of the Department.

14. Provide reintegration counseling for participants, including crisis intervention when warranted, assistance with family matters and assistance in adjusting to independent living in the community.
15. Provide participants with assistance in developing skills necessary for successful reintegration into the community.
16. Provide for reintegration services in the areas of cognitive skills, substance abuse, domestic violence, physical and sexual abuse through the in-house personnel or Department approved sub-providers. Any cost not itemized in this RFP proposal will be approved by the Department before payment is made.
17. Monitor participants living independently in the community to ensure their compliance with established conditions of the furlough agreement and treatment plans.

B. Management Requirements (Minimum and/or mandatory requirements)

1) Personnel

- a) The Service Provider and/or Sub-Provider shall notify each of its employees as well as employees of any subcontractors, who provide services to any person committed to the custody of the Director of Public Safety for imprisonment pursuant to chapter 706, including a probationer serving a term of imprisonment pursuant to section 706-624(2)(a) and a misdemeanor or petty misdemeanor sentenced pursuant to section 706-663, of the Hawaii Revised Statute, Section 707-731, Sexual assault in the second degree and Section 707-732, Sexual assault in the third degree. In addition the Service Provider and any subcontractor shall maintain a copy of the aforementioned statutes and shall maintain in each of the aforementioned employees and employees of any subcontractors' file written documentation that the employee has received notice of the statutes.
- b) Due to the offenders under this contract being under the jurisdiction of the Department of Public Safety, the Service Provider shall employ staff that is suitable to deal with these offenders. The Service Provider shall not hire persons currently serving a criminal sentence (i.e., on furlough from a correctional facility, on probation, on parole, or under the terms of a DAG/DANC plea). Any employee with a criminal history shall be subject to review and approval by the Department. The Department of Public Safety will review and agree to the employment of the service provider's staff and sub-providers, in writing. Any changes to staff and sub-providers shall be agreed in writing, by the Department of Public Safety.

2) Administrative

- a) Service Provider shall operate their program in accordance with the rules, regulations, and policies of the Department of Public Safety.
- b) Service Provider is required to meet the qualifying requirements specified in Chapter 103 F, Hawaii Revised Statutes.
- c) Service Provider shall comply with all codes and ordinances as required by the State of Hawaii and the City and County of Honolulu.
- d) Service Provider shall supervise, train, and provide administrative direction relative to the delivery of services.
- e) Service Provider shall maintain and show proof of a liability insurance policy of at least one million dollars.
- f) The Service Provider and/or Sub-Provider shall inform and educate their employees of all Hawaii Revised Statutes that have reference to the delivery of services for the inmates committed to the custody of the Director of Public Safety (PSD).
- g) The Service Provider shall notify the correctional facility's Health Care Unit in advance and obtain authorization for any medical appointments in the community for the offender. All medication prescribed for the offender must be approved by the correctional facility's Health Care Unit. The Department of Public Safety will pay for all pre-approved medical and dental services for the offender.

3) Quality assurance and evaluation specifications

Service provider shall provide a detailed description of its qualifications, experience, and track record in providing social and residential services to the community in general and offender populations specifically. This section shall include:

- a) Resumes of the service provider's executive staff;
- b) List of experience as a service provider operating a residential program;
- c) List of experience as a service provider providing services to offenders;

- d) List of prior contracts with the public sector in providing residential services and discussions of any problems or difficulties encountered in prior contracts;
- e) Success service provider has had in recruiting and retaining quality staff; and
- f) Service provider's current financial statement and any financial audits completed in the last three years.

4) Required Data Reporting (Process Data)

- a) Total number of offenders referred for services.
- b) Total number of offenders accepted into the residential program.
- c) Number of participants who were terminated from the program.
- d) Number of participants returned to prison as a result of a misconduct violation (positive urinalysis, escape etc.)
- e) Number of participants returned to prison as a result of a criminal offense.
- f) Number of participants who were terminated from the program as a result on non-compliance with the mandates of the program.
- g) Length of participation for each program participant.
- h) Number of program participants who completed the program and were paroled.
- i) Number of program participants who completed the program and placed on extended furlough.

5) Required Performance Measures (Outcome Measures)

- a) Percent of participants who have completed all requirements and expectations set forth in their individualized treatment plans.
- b) Percent of participants who remain substance free during their entire length of participation in the program.
- c) Percent of participants who are paroled or released.

6) Reporting requirements for program and fiscal data

On the first working day of each month, the service provider will be required to fax to the Substance Abuse Program Manager the monthly list of offenders they are treating by facility jurisdiction for drug testing

purpose in accordance with the Department's policy and procedure COR.08.10.

Service provider will be required to submit:

- a) Program reports filed separately from billings and marked "Confidential" and forwarded to the Substance Abuse Services Branch.
- b) Monthly reports to the Department detailing its expenditures, operational activities, progress and problems. Attached to each report shall be an Attendance Sheet that will include:
 - The date and time of each service, whether completed or interrupted.
 - A roster of residents who attended each session.
 - For absent residents, whether they were excused or unexcused.
 - A signed copy of the Attendance Sheet by provider as to accuracy and authenticity.
- c) Monthly activity reports, in a format to be approved by the Department, no later than the 10th of each month.
- d) Quarterly line item expenditure reports, in a format to be approved by Department, no later than 30 days after the close of each fiscal quarter.
- e) Report of any knowledge of criminal activity by an inmate, whether potential or actual, to the Department in accordance with agreed upon procedures.

7) Pricing structure or pricing methodology to be used

Pricing shall be based on unit of service pricing structure. The pricing shall include all taxes, shall be the all inclusive cost to the State, and no other charges will be honored.

8) Units of service and unit rate

Proposal must include a description of how each component will be integrated into the treatment services and a description of the community resources which an inmate will be linked if applicable. Proposals must include the unit cost per hour, per inmate, per group for each component as applicable, as well as the estimated number of units to be provided.

Section 3

Proposal Application Instructions

Section 3

Proposal Application Instructions

General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

I. Experience and Capability

A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

Applicant shall provide a detailed description of its qualifications, experience, and track record in providing services in the community in general and offender populations specifically for the most recent five years.

B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

1. List of experience as an agency providing substance abuse programs;
2. List of experience as an agency providing services to offenders and their families;
3. List of contracts performed for the Department of Public Safety, if applicable;
4. List of other prior contracts with the public sector in providing services in general for male and female offenders specifically. Discuss any problems or difficulties encountered in prior contracts. Applicant shall provide a point of contact and telephone number for each contract listed. The Department reserves the right to contact any of the listed points of contact to inquire about the applicant's past service performance and personnel;
5. Success applicant has had in recruiting and retaining quality staff; and
6. Applicant's current financial statement and any financial audits completed in the last three (3) years.

C. Quality Assurance and Evaluation

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

D. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

E. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

II. Project Organization and Staffing

A. Staffing

1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

- a. List names and submit copies of resumes of all executive/administrative staff already in the employ of the applicant and/or of those likely to be hired.
- b. List names and submit resumes of all program staff already in the employ of the applicant and/or of those likely to be hired

B. Project Organization

5. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

Applicant shall also describe all pre-service and in-service training provided to service provider's staff, including number of training hours, and the method(s) used to evaluate the performance of service provider's staff.

6. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

3. Subcontractors

If subcontractors are to be used, a statement from each subcontractor must be included, signed by an individual authorized to legally bind the subcontractor and stating:

- a) Subcontractor's name, mailing address, telephone number, fax number, and contact person
- b) General scope of work to be performed by the subcontractor, and
- c) Subcontractor's willingness to perform the work indicated
- d) Subcontractor's qualifications and past experience

III. Service Delivery

Applicant shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules. Applicant shall include a completed description of services and activities proposed to provide a comprehensive program for female offenders transitioning from incarceration to the community. This section shall include, at a minimum, the following:

- 1) Program philosophy;
- 2) Program components;
- 3) Description of case management services, including record-keeping and report writing methods;
- 4) Description of how basic services will be provided;
- 5) Description of how the range of services, including elements and methods of treatment, will be provided for all of the required services;
- 6) Description of how agency will provide basic and treatment services to a fluctuating population with changing needs;
- 7) Flexibility of treatment programs; and
- 8) Description of on-site supervision of offenders.

IV. Financial

A. Pricing Structure

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Pricing shall be based on a fixed unit of service pricing structure. Proposals shall include unit of cost for each component, as well as a reasonable estimate of the number of units to be provided. The pricing shall include all

taxes, shall be the all inclusive cost to the State, and no other charges will be honored.

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

V. Other

A Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Section 4

Proposal Evaluation

Section 4

Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

Evaluation Categories and Thresholds

Evaluation Categories

Possible Points

Administrative Requirements

Proposal Application

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

100 Points

TOTAL POSSIBLE POINTS

100 Points

III. Evaluation Criteria

Phase 1 - Evaluation of Proposal Requirements

1. Administrative Requirements

The following matrix indicates the professional certificates and/or licensing required for the provider's staff members.

Staffing	Education	Experience	Caseload
Senior Counselor	Certified SAC	5 years	1:10
Counselor (Phase 1)	Certified SAC	2 years	1:10
Counselor (Phase 2)	Certified SAC	2 years	1:10
Counselor (Phase 3)	Certified SAC	2 years	1:10
Vocational Rehabilitation Specialist	Certified VC, Masters	3 years	1:15
Family Therapist	MFT License	3 years	1:6

2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of Proposal Application (100 Points)

Background and Summary

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

Program Overview: No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

1. Experience and Capability (20 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

A. Necessary Skills	4
<ul style="list-style-type: none"> Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. 	
B. Experience	4
<ul style="list-style-type: none"> Demonstrated skills, abilities, knowledge of, and past experience and performance on past contracts with PSD and others relating to the delivery of the proposed services as outlined in the POS Proposal Application. 	
<p><i>Superior service: +4 points maximum</i> <i>(Superior service to be defined as vendor providing exceptional services per the contract or services beyond the minimum service requirements of the contract.)</i></p>	
<p><i>Service not yet established +0 points</i> <i>(For providers not yet established working with the correctional population)</i></p>	
<p><i>Substandard service -4 points maximum</i> <i>(Substandard service defined as notices issued to the provider for corrective action which have not been adequately addressed.)</i></p>	
C. Quality Assurance and Evaluation	4
<ul style="list-style-type: none"> Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. 	
D. Coordination of Services	4
<ul style="list-style-type: none"> Demonstrated capability to coordinate services with other agencies and resources in the community. 	
E. Facilities	4
<ul style="list-style-type: none"> Adequacy of facilities relative to the proposed services. 	

2. *Project Organization and Staffing (15 Points)*

The State will evaluate the applicant's overall staffing approach to the service that shall include:

A. Staffing (9 points maximum)

- | | |
|---|-------|
| • <u>Proposed Staffing:</u> That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services. | _____ |
| | 3 |
| • <u>Staff Qualifications:</u> Minimum qualifications (including experience) for staff assigned to the program. | _____ |
| | 3 |
| • Subcontractors qualifications and past experience. | _____ |
| | 3 |

B. Project Organization (6 points maximum)

- | | |
|---|-------|
| • Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services. | _____ |
| | 3 |
| • Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks. | _____ |
| | 3 |

3. Service Delivery (55 Points)

- | | |
|---|-------|
| • Program philosophy; | _____ |
| | 2 |
| • Program components; | _____ |
| | 2 |
| • Description of case management services, including record-keeping and report writing methods; | _____ |
| | 17 |
| • Description of how the range of services, including elements and methods will be provided for all of the required services; | _____ |
| | 16 |
| • Description of how agency will provide services to a fluctuating population with changing needs; | _____ |
| | 11 |
| • Flexibility of programs; and | _____ |
| | 2 |
| • Description of on-site supervision of offenders. | _____ |
| | 5 |

4. Financial (10 Points)**A. Pricing Structure (10 Points maximum)**

Pricing shall be based on unit of service pricing structure. Proposals shall also include the unit of cost for each component as well as estimated number of units to be provided. The pricing shall include all taxes, shall be the all inclusive cost to the State, and no other charges will be honored.

Units of service and unit rate

- Unit cost for assessments
- Unit cost for treatment planning
- Unit cost for substance abuse education classes
- Unit cost for group counseling
- Unit cost for individual counseling
- Unit cost for case management

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

B. Other Financial Related Materials

1. Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Applicant's current financial statement and any financial audits completed in the last three (3) years.

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

- A. Proposal Application Checklist
- B. Sample Table of Contents

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
Program Specific Requirements:				
Proof of Insurance			X	

Authorized Signature

Date

Proposal Application Table of Contents

I.	Program Overview	1
II.	Experience and Capability	1
A.	Necessary Skills	2
B.	Experience	4
C.	Quality Assurance and Evaluation	5
D.	Coordination of Services	6
E.	Facilities.....	6
III.	Project Organization and Staffing	7
A.	Staffing	7
1.	Proposed Staffing	7
2.	Staff Qualifications	9
B.	Project Organization.....	10
1.	Supervision and Training	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
IV.	Service Delivery	12
V.	Financial.....	20
	See Attachments for Cost Proposal	
VI.	Litigation.....	20
VII.	Attachments	
A.	Cost Proposal SPO-H-205 Proposal Budget SPO-H-206A Budget Justification - Personnel: Salaries & Wages SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits SPO-H-206C Budget Justification - Travel: Interisland SPO-H-206E Budget Justification - Contractual Services – Administrative	
B.	Other Financial Related Materials Financial Audit for fiscal year ended June 30, 1996	
C.	Organization Chart Program Organization-wide	
D.	Performance and Output Measurement Tables Table A Table B Table C	
E.	Program Specific Requirement	